

Provider Web Tools – Provider Admin

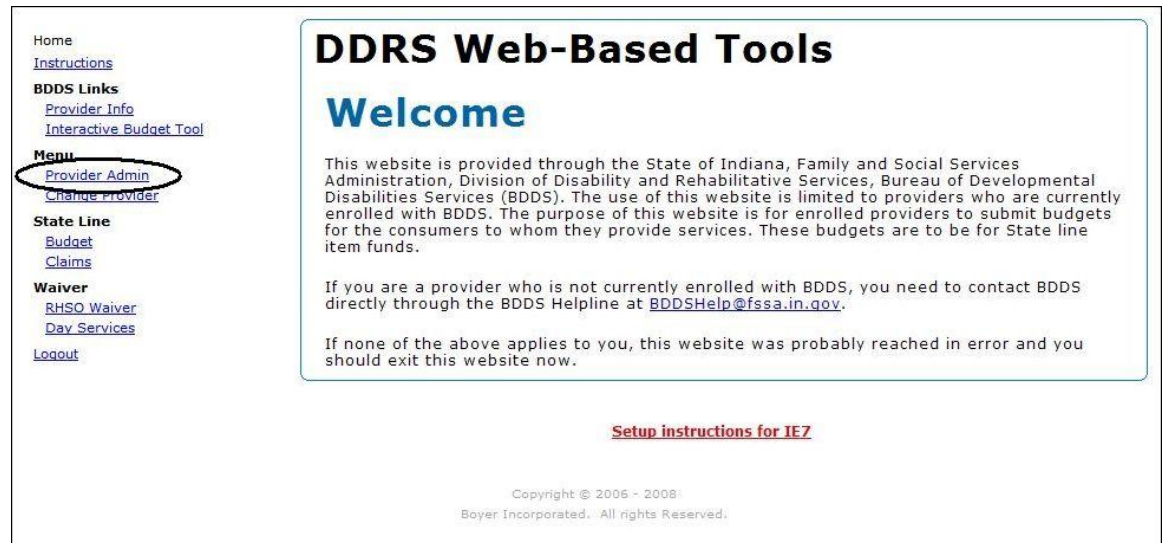
Modifying User Access Guide

Modifying User Access

1. Log into the **DDRS Web-Based Tools** website from the following url:

<https://ddrsprovider.fssa.in.gov/BDDS/Default.aspx>

2. Select **Provider Admin** from the menu structure, as shown in the following illustration.



3. You will be taken to the **Provider Admin** screen. Select **Manage Users** from the menu structure, as shown in the following illustration.



- You will be taken to the **User Management** screen. Select the **Role** of the user(s) you wish to modify from the first drop-down list, as shown in the following illustration.

The screenshot shows the 'Users' section of the User Management screen. The 'Role' dropdown menu is open, displaying the following options: All, Provider, BudgetUser, ClaimUser, RHOUser, InvoiceUser, and All. The 'All' option at the bottom is highlighted. The 'User' dropdown menu is also visible, showing 'ProductionDon' as the selected user. The 'User Management Steps' section is visible below the dropdowns.

- Select the user you wish to modify from the second drop-down list, and the **User Info** screen will appear, as shown in the following illustration:

The screenshot shows the 'User Info' section of the User Management screen. The 'Role' dropdown menu is set to 'Provider' and the 'User' dropdown menu is set to 'ProductionDon'. The 'User Info' section displays the following details:

User Name	[Redacted]
Provider Name	[Redacted]
User Active	<input checked="" type="checkbox"/> True
Last Logon	1/24/2008 1:06:57 PM
Last Password Change	1/31/2007 5:30:47 PM
User Locked Out	<input type="checkbox"/> False
Budget	<input checked="" type="checkbox"/>
Claims	<input checked="" type="checkbox"/>
RHO	<input checked="" type="checkbox"/>
Invoice User	<input checked="" type="checkbox"/>

Below the details are two buttons: 'Reset Password' and 'Unlock User'.

The 'User Management Steps' section is visible at the bottom of the screen.

6. Select the appropriate check boxes for **Budget**, **Claims**, **RHSO**, or **Invoice User** to give the selected user rights to those functions of the **DDRS Web-Based Tools** website. The check boxes are circled in the following illustration.

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Users
 Role:
 User:

User Info
 User Name: [REDACTED]
 Provider Name: [REDACTED]
 User Active: ☒ True
 Last Logon: 1/24/2008 1:06:57 PM
 Last Password Change: 1/31/2007 5:30:47 PM
 User Locked Out: ☐ False
 Budget: ☒
 Claims: ☒
 RHSO: ☒
 Invoice User: ☒
 Reset Password Unlock User

User Management Steps

- Select the User to be managed
- Unchecking the **User Active** checkbox deactivates the user
- Deactivated users will **NOT** be able to enter the site
- It is the responsibility of Provider Admin to **deactivate** terminated employees
- Click **Reset Password** to enter a new password for the selected user
- When a user enters the wrong password 6 times they become **locked out**
- Click **Unlock User** to remove the lockout on the users account

7. The user's access has now been modified. To save your changes, select any of the items from the menu on the left side of the screen.